



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2017-2018 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

School Name: Hialeah-Miami Lakes Senior

Loc. #: 7131

I, Lisa Garcia [Principal's Name], do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on the Parent and Family Engagement Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited. This plan has been jointly developed and agreed upon by stakeholders (i.e., staff, families, community members, etc.) in compliance with Title I Federal funding regulations. The school will adhere to the plan of action for parent and family engagement activities throughout the academic year and will ensure its transparency of efforts by providing communication to parents and families in multiple languages, flexible meeting times, needs-based workshops, and accommodations to parents and families with special needs. Additionally, the school will disseminate this document in multiple languages and make it accessible by making it available on our school's website. The school will also ensure that its PFEP is aligned to the School Improvement Plan (SIP) for the current school year.

PARENT AND FAMILY ENGAGEMENT PLAN ASSURANCES

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(a)(3)(b)];
- Jointly develop/revise with parents the School-level PFEP, distribute it to parents of participating children, and make the plan available to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the School-level PFEP and the joint development of the schoolwide program plan under Section 1116(c)(3);
- Use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's Parent and Family Engagement Plan [Section 1116(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];
- Provide each family with an individualized student report about the performance of their child on the State assessments [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section 1112(e)(1)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112 (e)(1)(A)].

Signature of Principal or Designee

12/1/17

Date Signed



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MISSION STATEMENT

Parent and Family Engagement Mission Statement

To enhance parent and family engagement, access, and advocacy in order to build parents' and families' capacity for stronger parent, family, school and community engagement, in support of measurable improvement in student achievement.

Describe how the School-level PFEP is a shared responsibility and how parents/families will assist in providing high quality instruction for all learners.

Focus Area	Evidence	Date
The School-level PFEP is a shared responsibility.	☒ The PFEP is jointly developed with, agreed upon with and distributed to all parents	09/25/18
	☒ Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	05/24/18
	☐ Other (explain)	
Parents/families will assist in providing high quality instruction for all learners.	☒ School-Parent Compact	05/24/18
	☒ Monitoring attendance	Ongoing
	☒ Monitoring homework completion	Ongoing
	☒ Participation in decisions relating to the child's education	Ongoing
	☐ Other (explain)	

INVOLVEMENT OF PARENTS

Describe how the school will involve parents and families in an organized, and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision-making of how funds for Title I will be used [ESEA Section 1116].

Focus Area	Evidence	Date
Parents and families' involvement in the planning, reviewing, and improvement of Title I programs.	☒ Title I Annual Parent Meeting	09/25/17
	☐ Other (explain below)	
Parents and families' involvement in the decision-making process of how funds for Title I will be used.	☒ Title I Annual Parent Meeting	09/25/17
	☒ EESAC meetings	10/24/17
	☐ Other (explain)	

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe how the school site will coordinate and integrate parent and family engagement programs and activities. Describe how these activities will teach parents how to help their child(ren) at home [ESEA Section 1116].

Focus Area	Date	Explanation of how these activities help their child(ren) at home.
☐ Head Start		Title III funds will be used to implement after school and Saturday tutoring for English Language Learners (ELL). The Trust counselor will provide information to parents on an as needed basis.
☐ HIPPY		
☐ VPK		
☒ Title III	Ongoing	
☒ Project Upstart	Ongoing	
☐ Migrant		
☐ Alternative Outreach		
☐ Other:		



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TITLE I ANNUAL PARENT MEETING

Describe the specific steps the school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school's Title I Program. Include a description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance). Describe how the school will communicate topics such as school performance data, school choice, and the rights of parents at the annual meeting. Describe how the school site will document that the communication has been provided to stakeholders.

Activity/Tasks	Description	Evidence of Effectiveness
Advertise (Before)	☒ Connect-Ed message(s) ☐ Apps ☒ Flyers sent via backpack ☒ Master Calendar ☒ Website ☒ School marquee ☒ School calendar/Newsletter ☐ Other:	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): 46
Delivery (During)	☒ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) ☒ Consultation & Complaints ☒ PFEP, School-Parent Compact, & Parent Rights	Agenda, social media and sign in sheets
Documentation (During)	☒ DAC/PAC Representative Form (FM-6996) ☒ Agenda(s) ☒ Sign-in sheets ☒ Parent Surveys ☒ Images, photos of meeting	Agenda, social media and sign in sheet
Follow-Up (After)	☒ Compilation of survey results ☒ Meeting minutes ☒ PFEP ☒ DAC/PAC Representative Form (FM-6996) ☒ Monthly Report – Title I Annual Parent Meeting Attendance	Agenda and sign sheet

FLEXIBLE PARENT MEETINGS

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening. Describe how the school will provide, with Title I funds, webinars, teleconferences, video conferences, or home visits, as such services relate to parent and family engagement [ESEA Section 1116].

Activity/Tasks	Person(s) Responsible	Meeting Time(s)	Description
☐ Morning Meetings (8:00 a.m. – 12:00 p.m.) ☒ Afternoon Meetings (12:00 p.m. – 3:00 p.m.) ☒ Evening Meetings (4:00 p.m. – 6:00 p.m.)	Principal and EESAC Chair	Vary	We will conduct EESAC meetings on a monthly basis to solicit feedback from parents.
☒ Home Visits	Social Worker/CIS	Vary	Home visits will be conducted on as needed basis.
☐ Webinar			
☐ Teleconference			
☐ Video Conference			
☒ Face-to-Face Meeting/Workshop	CIS	Vary	Meetings will be offered to any parent visiting the parent resource center.
Services: ☐ Child Care ☐ Transportation ☐ Other			



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BUILDING CAPACITY

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement. Include a description of how the school implements activities that build relationships with the community in order to improve student achievement and what materials and trainings will be provided to assist parents/families to work with their child(ren). Provide details on how the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116].

Activity/Tasks	Person(s) Responsible	Resources/Materials Provided	Description of Implementation
☒ The Parent Academy	CIS	Connect Ed, social media	Meetings will be scheduled based on the parent/family survey.
☒ Agency Referrals	Social Worker/Trust Counselor	Referrals	The social will assist families in need.
☒ Community Partnership/Activities	CIS	Flyers	Increase parent awareness of local community agencies.
☒ District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings	CIS and EESAC chair	Social Media and website	Parents will participate in meetings and provide recommendations.
☒ Parent & Family Engagement Workshops	CIS	Flyers	On an as need basis we will provide meetings on academic achievement and graduation requirements.
☒ Parent & Family Engagement Survey	CIS	School-compact	Surveys will be available in the parent resource center.
☐ Other:			

STAFF DEVELOPMENT

Describe the professional development activities that the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families that includes:

- How to value and utilize the contributions of parents/families;
- How to reach out to, communicate with, and work with parents/families as equal partners; and
- How to implement and coordinate parent/family programs and build upon bonds between parents/families and the school.

Activity	Person(s) Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
☒ Online PD: Building Relationships with Parents	PD Liason	Valuing and utilizing parent contributions	Ongoing	Master Plan Points
☒ M-DCPS Meetings/Training/Workshops	Principal	Enhancing capacity to work with parents and families	Ongoing	Master Plan Points
☒ CIS/CLS Orientation Meeting	Principal	Implementing/Coordinating parent/family programs	Ongoing	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
☒ CIS/CLS Training Sessions	Principal	Implementing/Coordinating parent/family programs	Ongoing	Agendas, handouts, PowerPoint and implementation of knowledge gained.
☒ How to Engage Hard to Reach Parents	Counselor and Trust	Communicating with parents as equal partners	Ongoing	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
☒ Professional Learning Community/ School-based Project	Principal	Implementing/Coordinating parent/family programs	Ongoing	Sign-in sheet, artifacts (photos, Twitter, etc.)
☐ Other:				



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Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	☐ Reading Under the Stars			Numbers of parents who attended the meetings as evidenced by sign in sheets.
	☒ Open House	09/25/17	400	
	☒ EESAC	Monthly	Varies	
	☐ Student Backpack			
	☐ Website	Ongoing	Varies	
	☐ Other:			
Assessment/Achievement Levels	☒ Title I Annual Parent Meeting	09/25/17	46	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	☒ Open House Night	09/25/17	400	
	☒ EESAC	Ongoing	TBD	
	☒ Response to Intervention (RtI)	Ongoing	TBD	
	☒ Links to websites Containing Assessment/Data Information	Ongoing	TBD	
	☒ Other: <i>FSA Night</i>	TBD	TBD	
Parent Concerns	☐ PTA/PTSA meeting			Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Parent Survey Compilation of Results.
	☒ EESAC meeting	Monthly	TBD	
	☒ Parent Survey	Ongoing	TBD	
	☐ Other:			
Attendance	☒ Parent/Teacher Conference	Ongoing	TBD	Number of parents who participated in conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).
	☒ Truancy Child Study Team	Ongoing	TBD	
	☒ Meetings with School Social Worker	Ongoing	TBD	
	☐ Other:			

DISCRETIONARY ACTIVITIES (OPTIONAL)

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Discretionary Activities Focus Areas	Content and Type of Activity	Person(s) Responsible	Timeline	Evidence of Effectiveness
Transportation				
Home Visits				
Literacy Training				
Community/Faith-based Organization Collaboration				
Other				



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BARRIERS

Provide a description of the barriers that hindered participation by parents during the previous school year. Describe the steps the school will take during the upcoming school year to overcome the barriers (with attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

Barrier(s): <i>check all that apply</i> (Including the Specific Subgroup)	Plan of Action (Steps)
☒ Language	Language Ensure all communication with parents is delivered in two languages. Provide an interpreter for meetings.
☒ Disabilities	Disabilities Ensure we address the needs of all students and parents with disabilities.
☐ Transportation	Transportation
☒ Child Care	Child Care Parents are welcomed to attend meetings with their children
☒ Unfamiliar with School System	Unfamiliar with School System Empower parents with information resources and services available through the parent resource center the district and community.
☐ Cultural Differences	Cultural Differences
☒ Economic Disadvantages	Economic Disadvantages Trust Counselor will assist parents with available resources based on need.
☒ Homelessness	Homelessness Trust Counselor will assist parents with available resources based on need.

Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Friday, November 17, 2017.



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OTHER ACTIVITIES

Describe other activities, such as the parent resource center, that the school will conduct in order to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116].

Content and Type of Activity	Person(s) Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
☒ Parent Resource Center/Area ☒ The Parent Academy ☒ DAC/PAC Meetings ☒ ESSAC Meetings ☒ Workshops ☒ Community-based Partnerships ☐ Other:	Assistant Principal, CIS, Trust counselor, EESAC chair, social worker	☒ Curriculum ☒ Assessments ☒ Technology ☒ Social Media ☒ Parenting ☒ Data-Driven Instruction ☒ Parent Portal	September 2017-May 2017	Student achievement, graduation rate and parent feedback.

ACCESSIBILITY

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families. Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families understand.

Accessibility Focus Areas	Accommodations	Person(s) Responsible	Timeline	Evidence of Effectiveness
Language	☒ Translator ☒ Translated Materials ☐ Other:	Assistant Principal and CIS	Year	Ensure communication with parents is delivered in two languages.
Parents with Special Needs	☒ Parking ☒ Ramp ☐ Sign Language Interpreter ☐ Other:	Assistant Principal and Security monitor	Year	Parental feedback

COMMUNICATION

Describe how the school will provide timely information about the Title I programs. Describe and explain the curriculum at the school, and the forms of assessment used to measure student progress; the achievement levels students are expected to obtain; and identify students who are at risk of not meeting state standards on performance standards assessments. Describe how the school, if requested by parents, will provide opportunities for regular meetings in order to formulate suggestions and to participate, as appropriate, in decision-making related to the education of their child(ren). Provide a description of how the school will submit parents/family's comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116].

Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Title I	☒ Title I Annual Parent Meeting	09/25/17	46	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	☒ EESAC	Ongoing	Varies	
	☒ Electronic Communication to Parents	Ongoing	Varies	
	☒ Mailout to Parents	Ongoing	1 per student	
	☐ Title I Parent Newsletter			
	☐ Other:			
Curriculum	☒ FSA Night	TBD	TBD	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	☒ Title I Annual Parent Meeting	09/25/17	46	
	☐ Science Fair/Night			